

Minutes of the Meeting of the Human Resources Committee
held at 4pm on Tuesday, 31 January 2012
in Room 1B16, Techno Park, London Road, London SE1

Present

Ms A Montgomery	Chair
Mr S Balmont	
Prof M Earwicker	Vice Chancellor and Chief Executive
Mr D Longbottom	

Governor Observer

Sir David Melville (*for minutes 1-12*)

Staff Observer

Prof J Snaith

In attendance

Ms K Boyce	Director of HR
Dr P Cardew	Pro Vice Chancellor (Academic) (<i>for minutes 1-13</i>)
Ms N Ferer	Financial Controller (<i>for minutes 22-24</i>)
Ms L Saywell	Deputy Director - Staff and Organisational Development (<i>for minutes 11-12</i>)
Mr J Stevenson	University Secretary and Clerk to the Board of Governors
Mr S Wells	Director of Estates and Facilities (<i>for minutes 8-10</i>)
Ms A Wilson	Lane, Clark and Peacock (<i>for minutes 22-24</i>)
Mr M Broadway	Governance Assistant

Welcome and Apologies

1. The committee welcomed David Melville as an observer to the meeting. Apologies had been received from Maggie Semple and Richard Flatman.

Minutes

2. The minutes of the meeting held on 25 October 2011 were approved. The minutes were approved for publication subject to the proposed redactions.

Matters Arising

3. The Director of HR informed the committee that 114 University staff had gone on strike on 30 November 2011 as part of a national dispute about pensions. This amounted to 17% of total University Union membership and the impact on the University was minimal.
4. The committee noted that the change proposal in the Business Faculty discussed at the last meeting was in abeyance.

Committee Effectiveness Review

5. The committee discussed the outcomes of the committee effectiveness review (paper **HR.01(12)**), introduced by the Chair. The committee agreed that one staff governor observer was sufficient and that there was no need to review the committee's terms of reference.
6. The committee requested a paper on proposed induction at its next meeting.
7. The committee requested that it should consider HR Key Performance Indicators regularly.

Cleaners and London Living Wage

Mr S Wells entered the meeting

8. The committee discussed the issue of the contracted cleaners not receiving the London Living Wage (paper **HR.02(12)**), introduced by the Vice Chancellor. The committee noted that this issue had been discussed by the Board when the original contract went out to tender in November 2010 but it was felt that this was a matter for the contractor.
9. The committee noted that if the University became too involved with the employment terms of a contractor it could become liable as if it were the employer. The committee agreed that the University could not enforce the London Living Wage in its current contract, which had gone through a formal tender.
10. The HR Committee recommended that in line with the Board's corporate social responsibilities consideration be given to working towards the London Living wage for future tenders.

Mr S Wells left the meeting

Employee Engagement Survey

Ms L Saywell entered the meeting

11. The results of the recent employee engagement survey were presented to the committee by the Deputy Director - Staff and Organisational Development. The committee noted that overall staff satisfaction was down from the last survey of 2009. It was noted that academic staff were less satisfied than support staff.
12. The committee noted that the HR Department was meeting with each department to discuss recommendations and key actions. The committee requested to review the action plan at its next meeting.

Sir David Melville left the meeting & Ms L Saywell left the meeting

HR Implications of Corporate Plan

13. The committee discussed an overview of the key HR aspects of the Corporate Plan (paper **HR.06(12)**), introduced by the Director of HR. The committee noted that specific projects or approvals would be brought to the committee or the Board as appropriate.

Dr P Cardew left the meeting

14. The committee were concerned about the impact of the changes and recommended full and early consultation in relation to the changes. The committee requested to be kept informed and requested a work plan at its next meeting with timings and costs.

Proposal on Integrated University

15. The committee noted a verbal update from the Vice Chancellor on proposals for an integrated university. The Vice Chancellor informed the committee that due to the challenges facing the University it was important that there was a consistency of application of systems, processes and management judgement across the University.
16. The committee noted that firm proposals would be brought to the committee in due course for discussion.

Confidential Items

17. The meeting then went into confidential session and has been minuted separately.

Date of Next Meeting

18. The date of the next meeting was confirmed as Tuesday, 15 May 2012 at 4pm.

Confirmed as a correct record:

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Chair

New Defined Contribution Pension Scheme

Ms N Ferer and Ms A Wilson entered the meeting

19. The committee discussed an update on a new defined contribution pension scheme for employees of the University's enterprise subsidiary, South Bank University Enterprises Ltd. The committee noted that Lane, Clark and Peacock LLP had been appointed as advisers on the new scheme.
20. The committee noted that recommendations on the proposals would be considered by the Board in March 2012 and that these recommendations would be backed up by financial modelling which calculated the cost to the University based on different levels of contributions.
21. The committee noted that following Board approval a provider would be appointed through the usual procurement process.

Ms N Ferer and Ms A Wilson left the meeting

Pay 2012/13

22. The committee discussed a paper on performance related pay (paper **HR.04(12)**) and an update on national pay negotiations for 2012/13 (paper **HR.05(12)**), introduced by the Director of HR. The committee noted that in March 2012 the Board will be asked if the University will opt into national pay negotiations. It was noted that in order to achieve the Corporate Plan objectives it would be beneficial to remain outside national pay negotiations although this would prolong the ongoing dispute with UCU. It was noted that the proposals on performance related pay could still be implemented if the University opted into national pay negotiations.
23. The committee noted the Executive's intention to produce scales for the performance related pay awards based on the Senior Manager's Group's scales.
24. The committee requested a paper to the Board with a discussion of options and a clear recommendation on whether the University should opt in or out of national pay negotiations for 2012/13.

Confirmed as a correct record:

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Chair